APPLICATION FOR RESEARCH INTERNSHIP

SIPA Research internships provide a valuable opportunity for students to work on public affairs and policy-related research topics with a full-time Columbia University faculty or research scholar or – with permission of Assistant Dean for Academic Affairs – part-time faculty or research scholar in the interest of preparing for doctoral studies or a research-intensive career. A research internship fulfills the MIA/MPA internship requirement, and it can be taken for credits (see below). Interested students are responsible for identifying a full-time faculty member who is willing to supervise the research internship and for fulfilling steps below. Research internships are approved on a rolling basis, but approval is required before the beginning of the internship.

Approval Process:

Step 1: Student obtains signature on this form of faculty supervisor

Step 2: Student sends signed form with summary of proposed research and professional objectives to Caroline de Vries (cd3043@columbia.edu) to obtain signature of Assistant Dean of Academic Affairs, Hande Mutlu-Eren (IAB 1403B, hm2645@sipa.columbia.edu). After Dean Mutlu-Eren signs form, Office of Academic Affairs forwards to Office of Student Affairs.

Step 3: Associate Dean of Student Affairs Cory Way signs form, and Office of Student Affairs informs Curriculum Director Andrew Johnson (asj2124@columbia.edu).

Step 4: Curriculum Director creates the research internship course, and OSA registers student for research internship

Upon completion of the research internship:

Faculty supervisor enters a grade of Pass or Fail for the student

Name: _______________________________ UNI: ________________

Program: ___MIA ___MPA

Semester during which research internship will be completed: _____________ Expected Graduation: _____________

MIA/MPA Internship Information (choose one)

__SIPA U9040 Research Internship (3.0 credits, 240 hours)

__SIPA U9040 Research Internship (1.5 credits, 120 hours)

__SIPA U9040 Research Internship (0 credits, 240 or 120 hours)

Faculty (name and title): ________________________________ UNI: ________________

Brief outline of research and professional goals (also attach summary mentioned above)

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Approvals

Faculty’s signature: _______________________________ Date: __________

OAA Assistant Dean’s signature: _______________________________ Date: __________

OSA Dean’s signature: _______________________________ Date: __________

Form updated March 11, 2019